DYNTEK SERVICES, INC.

SECURE DATA DESTRUCTION AND SURPLUS

VA-040917-DYNT

SDDS PROJECT ADMINISTRATION

VERSION 1.0

https://www.covsdds.com

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- Introduction to Secure Data Destruction and Surplus -

DynTek Services, Inc. (DynTek) is proud to have been awarded the Secure Data Destruction and Surplus (SDDS) contract, VA-040917-DYNT by Virginia Information Technologies Agency (VITA) in October 2004. DynTek has been working diligently to create a system that will allow qualified organizations use of the SDDS system to surplus all qualified technology devices within the Commonwealth of Virginia. DynTek designed an SDDS online system with the strategy of creating a long-term surplus application that is available to all users of the SDDS contract at no additional cost. Highlights of the SDDS system are as follows:

- Internet based.
- Secure 128 Bit SSL encrypted site to protect your information.
- Username and Password protected.
- Tiered user authorization for surplus registration and surplus approval.
- Can manage single locations or multiple locations at the same time.
- Dynamic costing model to allow forecasting of SDDS costs.
- Complete tracking capability down to a single unit from initial equipment registration to the final destination of resale, donation or destruction.
- Allows for online creation and archiving of data and unit destruction certifications that comply with electronic signature and VITA ITRM security documentation requirements.
- Reports revenue returns to the Commonwealth from resale.
- Allows for the import and export of data to and from other asset tracking systems.

Note: Use of the SDDS system is mandatory to use the SDDS contract. DynTek must provide a universal surplus tracking system to the Commonwealth. Use of this system is the only means to cover this commitment.

- How the SDDS program works -

Anyone would think that the surplus of a computer or other technology device is fairly simple. But the potential data security and ecology damage that a computer can yield is enormous. For this reason, VITA has assigned responsibility of technology surplus to DynTek. Assignment of this responsibility to a 3rd party vendor allows an organization to focus on the forward momentum of its operation and not worry about items that were displaced from use. The responsibility of securing SDDS items falls to DynTek and the accountability of meeting the security and ecological requirements the Commonwealth demands will be the sole responsibility of DynTek and no longer that of the organization that uses the SDDS program.

The SDDS Lifecycle (Grey rows highlight what is covered in this document.)

Phase	Milestone	Description	Responsible Organization	Outcome
1	SDDS Registration	Organization applies to use SDDS	Dept. Gen. Svcs. (DGS). Requesting organization. DynTek.	Use of SDDS authorized or denied by DGS.
2	Organization Registration	Organization creates a list of locations where surplus equipment exists as well as a list of users authorized to surplus equipment in those locations.	Requesting Organization	Organization is ready to begin surplus.
3	Equipment Registration	Authorized users in local offices begin the process of registering items identified for surplus.	Requesting Organization	Unique "Batch" profile is created for administrative review. Equipment list is entered into SDDS
4	Batch Audit	Organizations Agency Administrator reviews requested surplus equipment batch and modifies, approves or denies. SDDS Cost is listed at this time.	Requesting Organization	Batch is modified to management approval. Quote generated and PO issued to DynTek
5	Collection	DynTek coordinates with client to arrange collection based on the final batch list	Requesting Organization. DynTek.	Collection schedule reviewed and approved. Items removed from locations.
6	Validation	DynTek validates SDDS information of items that are registered and modifies any discrepancies. Organization can review any changes.	DynTek	Items moved to evaluation.
7	Evaluation	Items are evaluated according to their registered information and physical review.	DynTek	Items will be resold, donated or destroyed. This is based on the item meeting or failing the evaluation criteria.
8	Sanitization	Data and any other markers identifying the organization are removed.	DynTek	Item is ready for redistribution or destruction. Item is certified as ready for reuse or is certified as destroyed.
9	Destination	Item is sold, donated or destroyed. Final report is available to organization.	Organization DynTek	Billing
10	Administration	Resale revenue is returned to DGS/Organization Organization is billed for batch processing costs.	DGS, Organization, DynTek	Activity Closure

- Contract Details -

Contract Number: VA-040917-DYNT

Issuing Authority: Virginia Information Technologies Agency

Type of use: Optional

Contract Term: 3 Years with 3 optional 1 year extensions

eVA Supplier Details: DynTek Services,Inc.
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- Getting started with SDDS -

https://www.covsdds.com

You are about to begin phase 4, 9 and 10 of the SDDS process as defined in table 1 on page 4 in this document. If you have not looked at the table, please do so now and familiarize yourself with the areas that you and your organization are responsible for. This document focuses on how to successfully administer ongoing SDDS projects for your organization. Please refer to the other documents on the SDDS web-site for other activities. Each section in this document will have a phase number, a percentage of completion and identification of responsibility. This will show you where in the process you are and how close you are to completing the SDDS process for your organization.

Example: 1   this means you are now at phase 1

Example: 1   10%   this means you have completed 10% of phase 1.

Example: AA   Agency Administrator responsibility

Example: RA   Region Administrator responsibility

Example: M   Surplus Equipment Member responsibility

System Requirements

The SDDS system has been designed and tested on the following software platforms and conforms to VITA minimum performance specifications.

Microsoft© Windows 98 SR2
Microsoft© Windows 2000
Microsoft© Windows XP Professional

Microsoft© Internet Explorer 5 or higher

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4 10% AA RA M - Prerequisites -

To be able to administer the SDDS system you must have already completed the following steps.

- Requested a Delegation of Authority to surplus from Department of General Services (DGS)
- Received approval to surplus from DGS
- Created a list of facilities that will surplus
- Created a list of users who will administer and use the SDDS system.
- Started to register devices in SDDS

Instructions to complete these tasks are in the first and second SDDS documents, "Agency Registration Instructions" and "Equipment Registration Instructions." These documents can be downloaded from the "Getting Started" section at https://www.covsdds.com

Who can administer an SDDS project?

AA   Agency Administrator: Only an AA can approve or reject units requested for surplus and administer the SDDS system as a whole for their organization.

4 10% AA - **Batch Audit and Approval -**

The SDDS project is underway. The Region Administrators and Members are actively working on registering surplus devices. A batch is open and devices are filling the batch as they are registered. As devices are registered, the SDDS system calculates a forecasted cost of the project that is based on information entered during the device registration phase. A batch may contain 1 or 1000 devices or even more. It is the responsibility of the Agency Administrator to audit and control a batch and its contents. DynTek has no interaction with a batch until it is approved. Certain factors may influence the Agency Administrator in the decision to approve and close a batch. Examples are:

Batch Milestone	Description	Result	Output
Budget	Projected SDDS costs reach allocated budget.	AA closes batch to stay within surplus cost estimate displayed in SDDS system.	Unit collection occurs. Outstanding units wait for further funding.
Geography	Region is complete with SDDS activity.	Region can be cleared of surplus units.	Surplus activity is closed for that specific region. Next region can be processed.
Logistics	Organization members have limited time to work on surplus registration.	Surplus work is staggered to meet other employee priorities.	Batch closes to work complete. Each batch reflects employee time available.
Timeline	Time constraints on clearing areas of units that cannot wait on other regions/facilities completing their activity.	Time management of batches according to schedule priority.	DynTek works with organization to streamline collection of batches with time constraints.
Capacity	Physical limitation of surplus unit storage.	Batch is closed when location meets capacity.	Collection occurs to clear location as soon as possible.

Other factors may make the AA close a batch. Either way, DynTek will not begin its operation until the organization has approved a batch for collection.

This section covers the following:

- Accessing a batch
- Review of the batch
- Modification of the batch
- Denial of a batch or a batch component
- Approval of a batch or a batch component
- Cost estimation
- Quote generation for the organizations procurement to issue a Purchase Order against the batch.

The example batch reflected in this document is for the units registered in the Equipment Registration Document.

To access the batch

- Go to https://www.covsdds.com
- Login with your username and password

Tip   Remember only the Agency Administrator can access and control a batch.

4 20% AA

Batch Overview Page
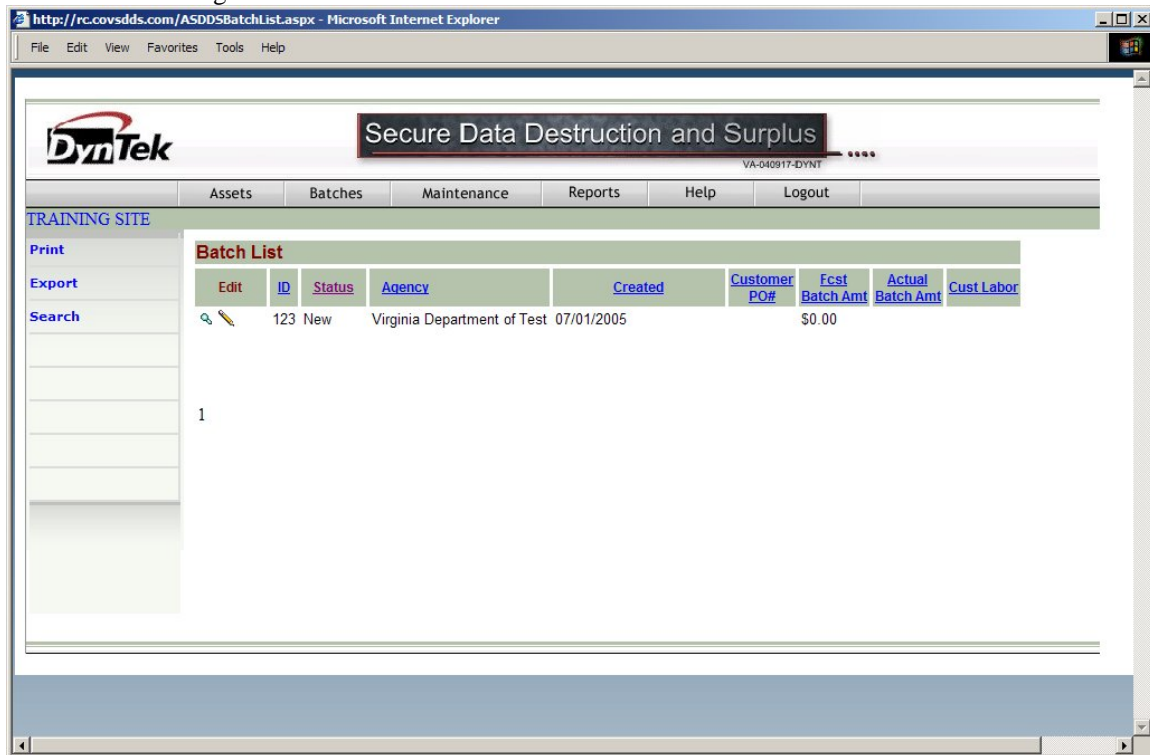
The Batch Overview page is the default page for the AA after login.

When you initially login to SDDS, you will see the same page that you saw when you first registered. In this case, Batch 123 is the only batch listed. However, now that your members have registered units into SDDS, the content of the batch is no longer empty. Using one of the two icons in the "Edit" field;

🔍   You can view a summary of the batch but cannot edit any details

✏️   You can begin processing the batch

Additional Batch List Fields
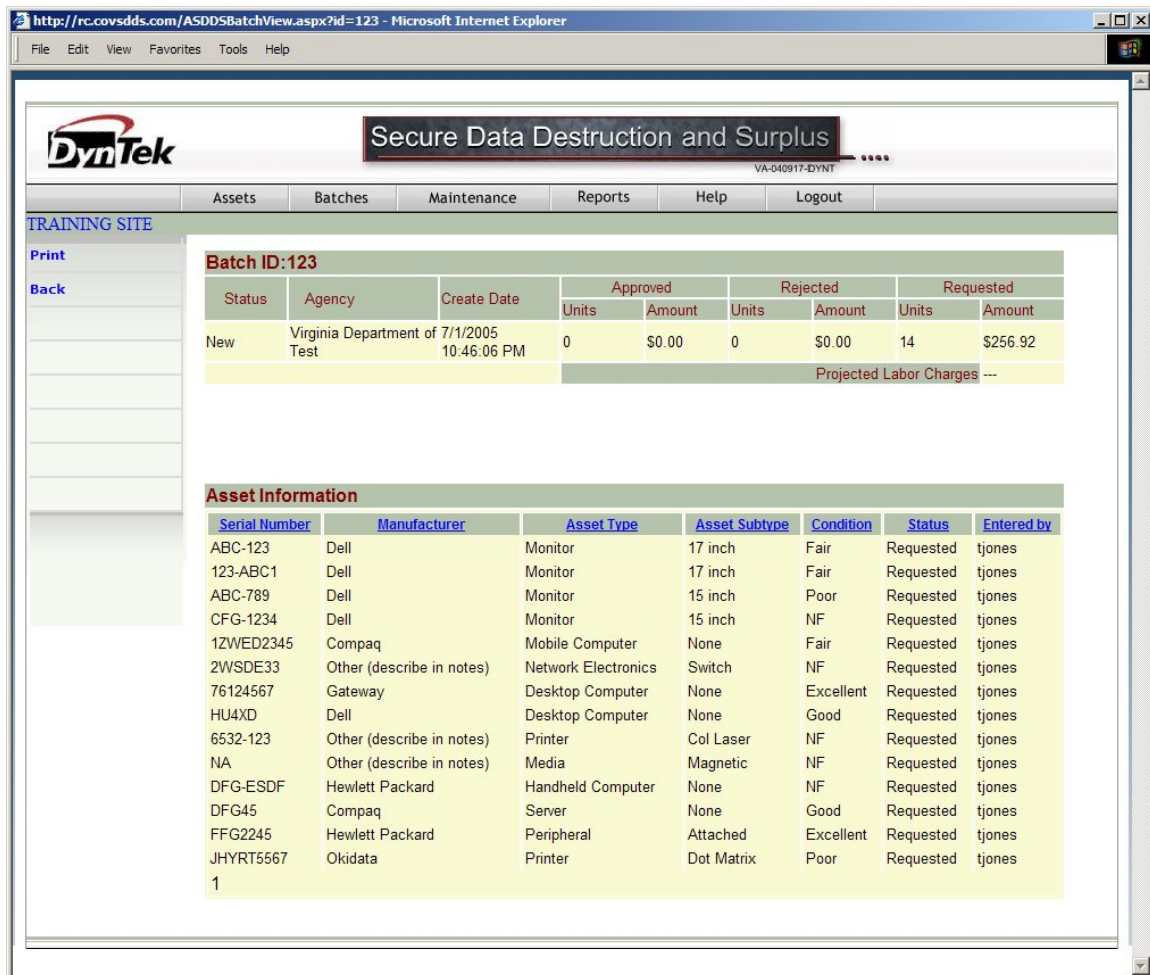
Description	Function
Edit	Use to view or process a batch
ID	Unique batch ID
Status	Shows in which stage the batch has been managed
Agency	Your organization
Created	When the SDDS system created the batch
Customer PO#	Reflects your PO to DynTek once the batch is approved and a PO is issued to DynTek
Fcst Batch Amt.	SDDS System forecasted cost of the project after batch approval
Actual Batch Amt.	Actual cost of the project once a device has been processed by DynTek
Cust. Labor	Forecasted labor costs to complete the project after a batch is approved

4 30% AA   **- Batch View –**

The easiest way to see the ongoing progress of your surplus project is to view the batch.

In the batch overview page, click the 🔍 icon next to the batch you want to view.

Note: You cannot make any changes to the batch in this area.

In the batch view page, a summary of items are listed with the forecasted cost of all items registered. Because the units have a status of "Requested", they are waiting on your decision to either approve or reject them for processing by DynTek. The "Approved" and "Rejected" fields show no units in this example and the projected Labor charge is blank. When you begin the actual audit of the devices listed and make an approval or reject decision, this page will change automatically to reflect your decision. This will be shown later in the document.

4 40% AA   - Processing a Batch –

The time has come for you to audit the batch and begin the approval process.

In the batch overview page, click the ✎ icon next to the batch that has the status "New"
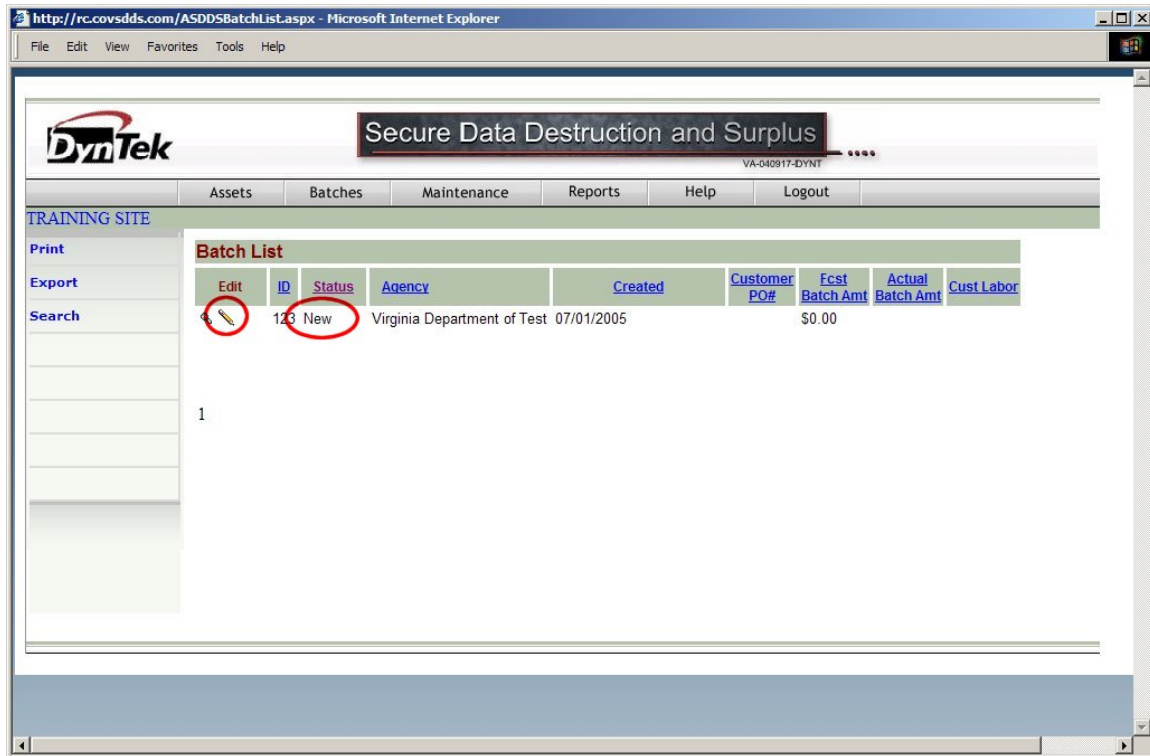
Tip   When you have more batches in the Batch Overview, you will only have one batch with a status of "New" at any time. All other batches listed will be closed. You will not be able to modify any batch that closed. You will be able to view the batch. This will be shown later in this document.

Batch Audit Page

This area of the SDDS system is the primary focus of the AA for completing a batch.

As in the view area, a summary of units registered for surplus is listed. The difference is that the AA can now review, approve, reject or reset any individual unit, page or complete batch as a whole. Also the individual device cost to process a device is listed. There are also Batch Action commands and Page Action commands.

Asset Information Commands

Icon	Unit Status	Function
🔍	NA	View unit information and audit trail if applicable.
🖲 Green	Approved	Approve this device individually for SDDS processing. Device is now approved.
🖲 Red	Rejected	Reject this device individually for SDDS processing. Device is now rejected.
🖲 Blue	Requested	Reset this Device. Device is now pending approval or denial again and becomes requested.

Batch Action Commands

Action	Function
Approve Batch	Batch is approved. Approved and requested devices are approved in the batch. Rejected devices stay rejected. Batch is closed and cannot be modified. New batch created
Reject Batch	Batch is rejected. Approved and requested devices are changed to rejected. Batch is closed and cannot be modified. New batch is created/
View Details	View more batch details. Designed for use after batch is approved to see how the batch is being processed by DynTek.

Asset Actions

Action	Function
Approve All	All Devices are approved on the page. Batch is not closed until Batch is approved.
Reject All	Devices are rejected on the page. Batch is not closed until Batch is rejected.
Back	Returns to the Batch Overview Page.

4 50% AA   **- Denial of a Batch or a Batch Component -**

WARNING rejection of a batch will mean that the batch will not be accepted for processing and that the batch is closed from further use. Only use this option if you are sure that you will not assign the batch to the SDDS contract. Rejecting a batch does not delete the batch. This option just makes the batch unavailable. DynTek can make the batch available again if requested but this will require special intervention. Contact DynTek for assistance if this is the case.

Circumstances may occur where an item entered into SDDS is not compliant to the contract or an item was inadvertently registered that should not have been. Also, forecasted costs may need to be adjusted to fit a budget. The SDDS system has the ability to allow the AA to streamline the SDDS operation before approving a batch for processing.

Where an individual item is identified to be removed from the batch list, the AA can click the red button in the "Edit" field of the Batch overview. This will change a unit's status from "Requested" to "Rejected" this will not affect the other items in the batch. The cost of the unit that is rejected will be taken from the displayed cost estimate when the batch is approved. If the AA needs to reset the unit back to "Requested" again, the blue button can be clicked and the unit is reset. The AA can continue to review units registered for as long as the batch is open.

Normally, the AA will approve a batch as a whole or remove only a small amount of units. Administration of hundreds of units in this manner is time consuming.

In the next example, the device with Unit ID 423 will be changed.

Default or returned to this status after the blue button is selected.

| 🔍 🖥🖥 🖥 | 423 | 2WSDE33 | Other (describe in notes) | Network Electronics | Switch | NF | Requested $16.09 |

Batch detail shows 100% of the batch as requested

Batch ID:123

Status	Agency	Create Date	Approved		Rejected		Requested	
			Units	Amount	Units	Amount	Units	Amount
New	Virginia Department of Test	7/1/2005 10:46:06 PM	0	$0.00	0	$0.00	14	$256.92
							Projected Labor Charges	

Red button is selected and the device is now rejected from the batch.

| 🔍 🟢 🔴 🌐 | 423 | 2WSDE33 | Other (describe in notes) | Network Electronics | Switch | NF | Rejected | $16.09 |

Batch detail now shows 1 device rejected. Device has been subtracted from the summary of requested devices with its associated cost.

Batch ID:123

Status	Agency	Create Date	Approved		Rejected		Requested	
			Units	Amount	Units	Amount	Units	Amount
New	Virginia Department of Test	7/1/2005 10:46:06 PM	0	$0.00	1	$16.09	13	$240.83
							Projected Labor Charges	---

Green button is selected and the device is now approved for processing.

| 🔍 🟢 🔴 🌐 | 423 | 2WSDE33 | Other (describe in notes) | Network Electronics | Switch | NF | Approved | $16.09 |

Batch detail now shows the device as approved. Additionally, the SDDS system has applied a Projected Labor Charge.

Batch ID:123

Status	Agency	Create Date	Approved		Rejected		Requested	
			Units	Amount	Units	Amount	Units	Amount
New	Virginia Department of Test	7/1/2005 10:46:06 PM	1	$16.09	0	$0.00	13	$240.83
							Projected Labor Charges	$65.00

(4) (60%) (AA)   **- Cost Estimation -**

The SDDS system uses an intelligent evaluation method to estimate the approximate costs to your organization when using SDDS.

When a member registers a device with SDDS, the system looks at the registration information and attaches a cost to the unit that is based on the probability of the unit being resold or recycled

Device Probability

Age (Years)	Condition	Excellent	Good	Fair	Poor	NF	Damaged
<1							
<2							
<3							
<4							
>4							
>5							

▢ **Resale/Donation**

▢ **Recycle/Destroy**

An example of charge estimation for a desktop computer that is evaluated to be resold

Collection and Transport	Validation/Evaluation	Sanitization	Total SDDS Cost
3.06	14.70	3.68	**21.44**

There are other charges that can be applied if the organization requests them. Refer to the SDDS Administrative Procedures Manual (APM) for a complete list of charges. The APM can be downloaded from the SDDS homepage. These charges are calculated and applied in the form of a Change Order.

Projected Labor Charges

The system allocates one labor hour for every 25 units registered as a contingency for time on-site at your facility taking longer than forecasted for unforeseen events. This time is only charged if used.

1-25 Units = $65.00
26-100 Units = $130.00
101=150 Units = $195.00

This will continue incrementing for every 25 units registered.

Revenue Return

DynTek makes every effort to resale surplus equipment that has been evaluated for redistribution at the highest amount that the market offers. Resale revenues are returned to Department of General Services or to the organization directly. Revenue receipts are always reported to the Agency Administrator. Generally Funded Commonwealth organizations must petition DGS directly for funds to be returned to them. DynTek will not return funds to these organizations directly as mandated by Commonwealth surplus law.

Special Considerations

When a device is resold that was originally funded from other sources than Commonwealth funds, revenue may be returned directly to the organization. It is the responsibility of the organization to notify DynTek that this is the case BEFORE starting surplus activities. A batch will be assigned to handle these devices exclusively so that revenue return can be tracked away from generally funded devices.

4   70%   AA

- Approval of a Batch or a Batch Component -

Normally, an SDDS operation will have 95-100% of requested units approved for processing. The ability of the AA to perform a fast review in the Batch Audit page of the forecasted costs and to approve units registered in one go means faster completion of the Organizations SDDS audit before authorizing DynTek to begin collection.

Before approving a batch and beginning the purchase order process, the AA must consider other factors outside of SDDS and make appropriate arrangements.

- Donations – It is the responsibility of each organization to arrange any donation of their units to a qualified recipient. DynTek must know about these arrangements and receive proper documentation that the recipient meets DGS and IRS code. Once the operation of processing equipment occurs, DynTek cannot divert units to donation if prior arrangements were not made. Contact DGS for further details.
- Any other factors that may hinder DynTek from performing its role on schedule.

Once you have completed your review of the batch, you can approve the batch. For this example some units will be rejected and the rest will be approved.

Tip   Remember that rejected devices will not change to approved once you approve a batch. They will be excluded from processing.

IMPORTANT – Approval of a batch means you cannot reverse the decision and the batch is closed. Make sure you are certain that you have reviewed fully the contents of the batch before approving.

Batch Audit Page

Batch ID:123

Status	Agency	Create Date	Approved		Rejected		Requested	
			Units	Amount	Units	Amount	Units	Amount
New	Virginia Department of Test	7/1/2005 10:46:06 PM	5	$97.99	3	$30.02	6	$128.91
							Projected Labor Charges	$65.00

Asset Information

Edit	Asset Id	Serial Number	Manufacturer	Asset Type	Asset Subtype	Condition	Status	Expense
🔍 😊 😊 😊	418	ABC-123	Dell	Monitor	17 inch	Fair	Rejected	$15.93
🔍 😊 😊 😊	419	123-ABC1	Dell	Monitor	17 inch	Fair	Approved	$15.93
🔍 😊 😊 😊	420	ABC-789	Dell	Monitor	15 inch	Poor	Approved	$18.34
🔍 😊 😊 😊	421	CFG-1234	Dell	Monitor	15 inch	NF	Requested	$18.34
🔍 😊 😊 😊	422	1ZWED2345	Compaq	Mobile Computer	None	Fair	Approved	$26.19
🔍 😊 😊 😊	423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	NF	Approved	$16.09
🔍 😊 😊 😊	424	76124567	Gateway	Desktop Computer	None	Excellent	Approved	$21.44
🔍 😊 😊 😊	425	HU4XD	Dell	Desktop Computer	None	Good	Requested	$20.34
🔍 😊 😊 😊	426	6532-123	Other (describe in notes)	Printer	Col Laser	NF	Requested	$25.88
🔍 😊 😊 😊	427	NA	Other (describe in notes)	Media	Magnetic	NF	Rejected	$6.13
🔍 😊 😊 😊	428	DFG-ESDF	Hewlett Packard	Handheld Computer	None	NF	Requested	$15.94
🔍 😊 😊 😊	429	DFG45	Compaq	Server	None	Good	Requested	$32.10
🔍 😊 😊 😊	430	FFG2245	Hewlett Packard	Peripheral	Attached	Excellent	Rejected	$7.96
🔍 😊 😊 😊	431	JHYRT5567	Okidata	Printer	Dot Matrix	Poor	Requested	$16.31

1

You have audited the pages and the final result is a mix of Approved, Rejected and Requested devices.

You are ready to approve the batch, knowing that requested devices will automatically go to approved status and rejected devices will be excluded. Approved devices will remain approved.

Click on "Approve Batch" on the left.

Batch Approval Summary

Once you approve the batch, the batch audit page will change and is no longer editable. Only "View Details" in the Batch Actions area and the "Back" command in the Page Actions area are functional. The option to approve, reject or reset a device is also removed but you can still view a device individually. The batch summary now only shows approved and rejected devices. Costs are broken down.

Approved	11 Units	$226.90
Labor	1 Hour	$65.00
Rejected	3 Units	$30.02
Forecasted total		$291.90

This batch is now ready to be processed. To complete the approval procedure, DynTek must receive a Purchase Order. The SDDS system generates a quote at the same time the Agency Administrator clicks on the "Approve Batch" link.

SDDS System Quote

The quote appears in a new window once the batch is approved.

This quote can be printed or saved as a file and then sent to the organizations procurement department to issue a purchase order.

Tip Pop up blockers may stop the quote from being displayed after the batch is approved. To manually retrieve the quote, return to the batch overview page by clicking "Batches", click the 🔍 icon for the approved batch and in the view batch page, click "print quote." SDDS will generate another copy of the quote. If the quote still does not display because of a popup blocker, request the blocker to be temporarily disabled from your IT department.

Updated Batch List Page

The batch list page now shows two batches. One is approved and the other is a new batch generated by the system to accept new devices. The forecasted batch amount and labor charge is reflected in the approved batch details. PO# and Actual Batch Amt. will only be filled when the batch is processed.

4 80% AA   **- Batch Administration -**

So far the AA has reviewed and approved a batch. Now the batch will wait for DynTek to receive a PO and to confirm receipt of the PO. The AA can continue reviewing and approving batches as they fill with registered devices. Field Members will not be affected by the speed that batches are reviewed and approved. There is always an open batch to register units into.

So far, the batch status has been shown as "Requested", "Approved" or "Rejected."

As the SDDS process moves into phase(s) 5-8 which is DynTek's responsibility, it is important that the AA knows where in which phase the batch is and how far into SDDS the batch/device is processed. For this reason, DynTek has allocated additional status flags.

Status	Description
Requested	Default status after registration. Device is waiting for AA approval
Rejected	AA has excluded the device from the batch or the batch is rejected
Approved	AA has included the device into the batch or the batch is approved
Assigned	DynTek has received a PO and is reviewing the batch
Acknowledged	DynTek acknowledges and accepts the batch. Phase(s) 5-8 begins
Missing	Device missing from batch list. Organization notified. Device status only.
Validating	Devices received into processing. Registration Information – Evaluation and Sanitization occurs – Device status only.
Validated	Batch and Device processing complete. Item will be resold or recycled. Declaration of Sanitization available.
Recycled	Unit is destroyed. Declaration of Destruction available.

The AA can review a batch at anytime

Batch List

Here DynTek has received a PO through the eVA procurement system and is reviewing the batch information. The batch status has changed from "Approved" to "Assigned" Confirmation of the batch PO is now shown in the "Customer PO#" section.

Batch List

DynTek has accepted the batch and begins phase(s) 5-8. During this time, DynTek will contact the Region Administrators to schedule the collection of the devices.

As the Agency Administrator, you can view the progress of batch processing by clicking the 🔍 next to any batch that is "Acknowledged." The information on this page begins to show the progress of the batch as well as how the devices were evaluated and sanitized.

The image on the next page shows one item as validated. This is unit 423 of Batch 123.
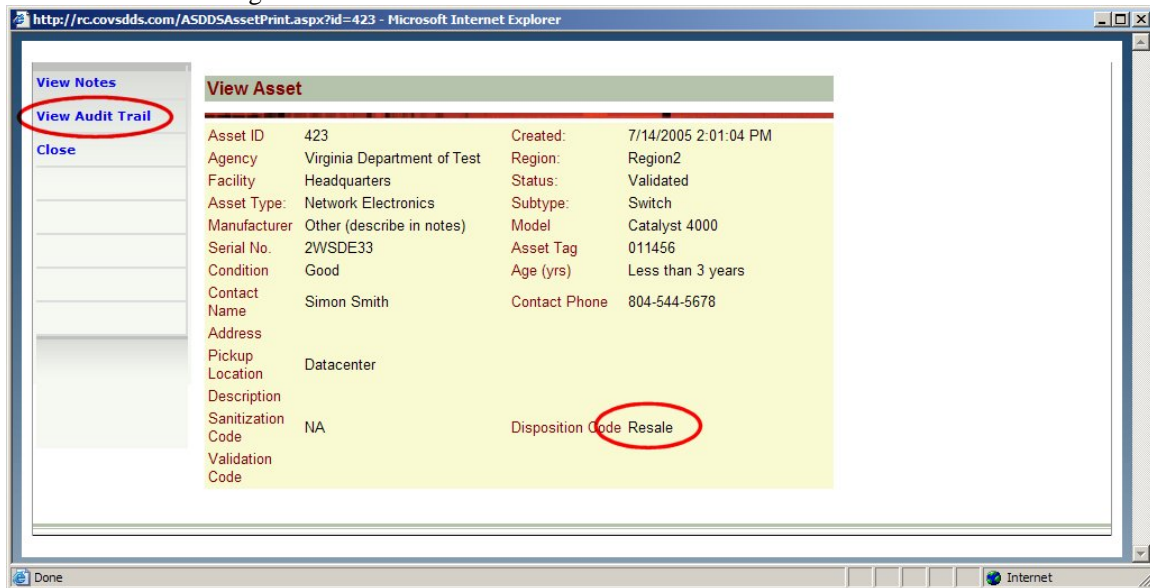
Batch Information

Unit 423 has been validated. This means that the unit was collected from its location. Its information was checked against the original information entered by the Facility Member and it has been cleaned of any markers that identify it to the Commonwealth. The item has been evaluated to be either resold or recycled.

The forecasted cost in the expense column of $16.09 is different from the cost of $17.76 in the validated column. This means that something in the device characteristics changed during validation.
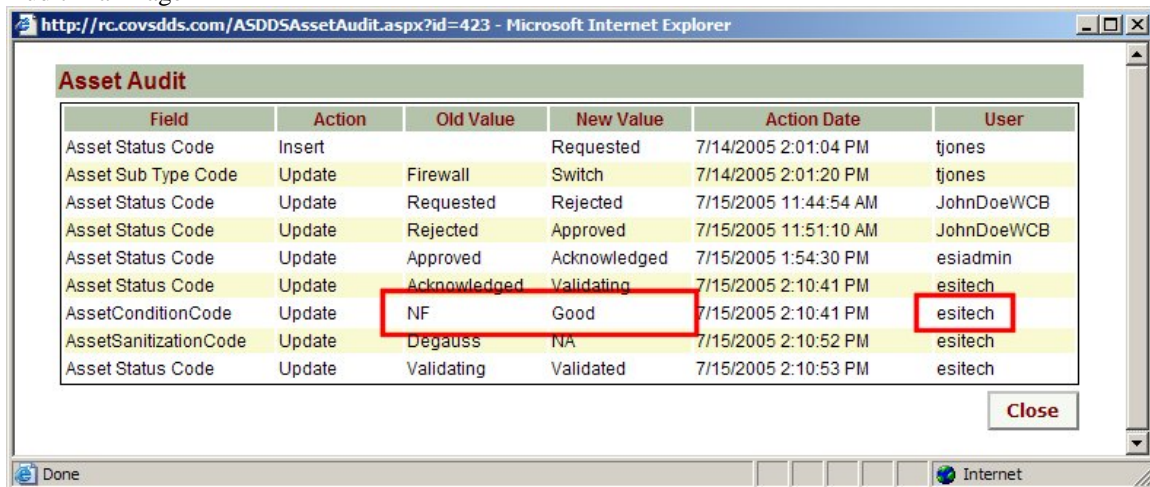
As the AA, you will want to know why this occurred. Click on the 🔍 icon next to the Unit ID to see details of the device.

Device Information Page

In a new window, the device information page shows a summary of the device and its final disposition. In this case the device has been evaluated to be resold. This still does not justify why the cost is different than originally listed. To look further into the history of the device, you will have to look at the audit trail. Click "View Audit Trail"

Audit Trail Page

In a new window, a history of the device is displayed. Here you see the device going through each phase as planned up to "AssetConditionCode" then the device is changed from "NF" to "Good". This means that the device was changed from Non-Functional to Good. The SDDS system changed the probability of the system from recycle to resale based on the probability table on page 14. This device then receives additional work to make it ready to be resold. So an additional cost is applied. The positive side to the additional charge is that you receive funds back from DynTek or DGS when the item is sold. This offsets the additional cost to resale instead of recycling and can even mean that the device eventually costs the organization nothing to surplus if the revenue return is higher than the cost to surplus.

When you have finished reviewing the information, click close.

Each device will be validated to the point where no devices are left in the batch to be processed.

Batch Overview Page

Once all of the devices have been validated, the batch status changes from "Acknowledged" to "Validated."

All columns are now populated with information including the "Actual Batch Amt." This information can only be provided when a batch is completed. In this case the batch cost changed from $226.90 - $229.32. This was based on changes made by the system in validation. Any changes to costs will be presented as a Change Order request with an invoice for the original PO amount. If the amount is less than the PO amount, a negative change order will be issued with an adjusted invoice.

As an example, the image above shows multiple batches validated and one batch as new. There will always be only one batch as new but there can be multiple batches that are approved, acknowledged and validated at the same time.

4 90% AA   **- Summary –**

Responsibility	Milestone	SDDS Location	Output
AA	**Review batch**	**Login, Batch ID, Edit Icon**	**Streamline Batch for Approval**
AA	**Approve Batch**	**Login, Batch ID, Edit Icon**	**DynTek Reviews and Acknowledges. SDDS Validation begins**
AA	**Monitor Batch**	**Login, Batch ID, Edit Icon Batch Unit ID, View, Audit Trail**	**Progress towards batch completion and cost justification**

Phase Complete !

9 10% AA   - Batch Completion –

Congratulations, you have successfully processed a batch to completion. Devices within this batch are destroyed and recycled, resold or donated. Each device has been accounted for since registration and you are in possession of an audit trail of events that show the life of the device to the end. What remains to be done is to receive a declaration of sanitization and declaration of destruction, if applicable.

These declarations are compliant to VITA ITRM standards. These documents contain an electronic signature that meet the Federal digital signature standards and can be used by your organization to prove that you have removed surplus equipment from your facilities in accordance with Commonwealth law.

9 20% AA   - Declaration of Sanitization -

When a device is processed by DynTek, the device must undergo a sanitization process to remove all markers that show the device was owned by the Commonwealth. Sanitization of a device means that there is no way anyone could identify the device as being different from a device that may come from the private sector or another source. Additionally, devices with data storage such as Personal Computers and Laptops will require cleaning so that the data contained on the device is destroyed to the point that it cannot be retrieved by any means. DynTek was qualified by the Commonwealth and VITA to provide this service as part of the SDDS solution. However, an organization requires documentation that this work was performed properly and so the Declaration of Sanitization was created.

To access a declaration, certain prerequisites must be met.

- The device has been registered in SDDS
- The device is approved and is also part of an approved batch
- The device is validated

If these conditions apply follow these steps.

- Open your Internet Explorer and go to https://www.covsdds.com
- Login to the SDDS site with your Agency Administrator username and password
- Click the "Assets" button in the top navigation bar.
- You can browse through all devices listed or search for specific device(s) by using the search engine.
- Click the 🔍 next to the device that you want to view. This will open the View Asset page.
- Click the "Declaration of Sanitization" link.

Asset List Page

View Asset Page

Tip   Do not look for this option if the device is not validated.

Example Declaration of Sanitization for Unit 423

DynTek Services, Inc.

Secure Data Destruction and Services.

Declaration of Sanitization and Surplus

VA-040917-DYNT

Date: 07/15/2005   No.: 123 .423

DynTek Services, Inc. (DynTek) has been tasked by the Commonwealth of Virginia to supply Secure Data Destruction and Surplus Services (SDDS) to surplus information technology devices as specified in the SDDS Administrative Procedures Manual.

This document hereby declares and certifies that the following information contained in this declaration is true and accurate and that the device listed has been cleansed of all data and physical markers relational to Commonwealth ownership.

Device Details

Batch Number	123	Sanitization Method	NA
Agency	Virginia Department of Test	Validated By	esitech
Facility	Headquarters	Evaluation Result	Resale
Device Type	Network Electronics		
Manufacturer	Other (describe in notes)		
Model Number	Catalyst 4000		
Serial Number	2WSDE33		
Asset Condition	Good		

Questions concerning this declaration must be forwarded to the DynTek SDDS Program Manager at the following location:

DynTek
COV Technology Services
Attention: Andrew Miller
501 East Franklin Street, Ste. 518
Richmond, Virginia. 23219
Tel: (804) 521-4163
Email: Andrew.Miller@Dyntek.com

This document can be printed or archived in your organization.

Tip

It is not necessary to print or save the declaration unless you have internal regulations that require the document to be archived. Agency Administrators will always have access to information in batches and the devices in the batch even after they are processed. DynTek will archive the information and submit the data of historical activity to organizations when the contract expires.

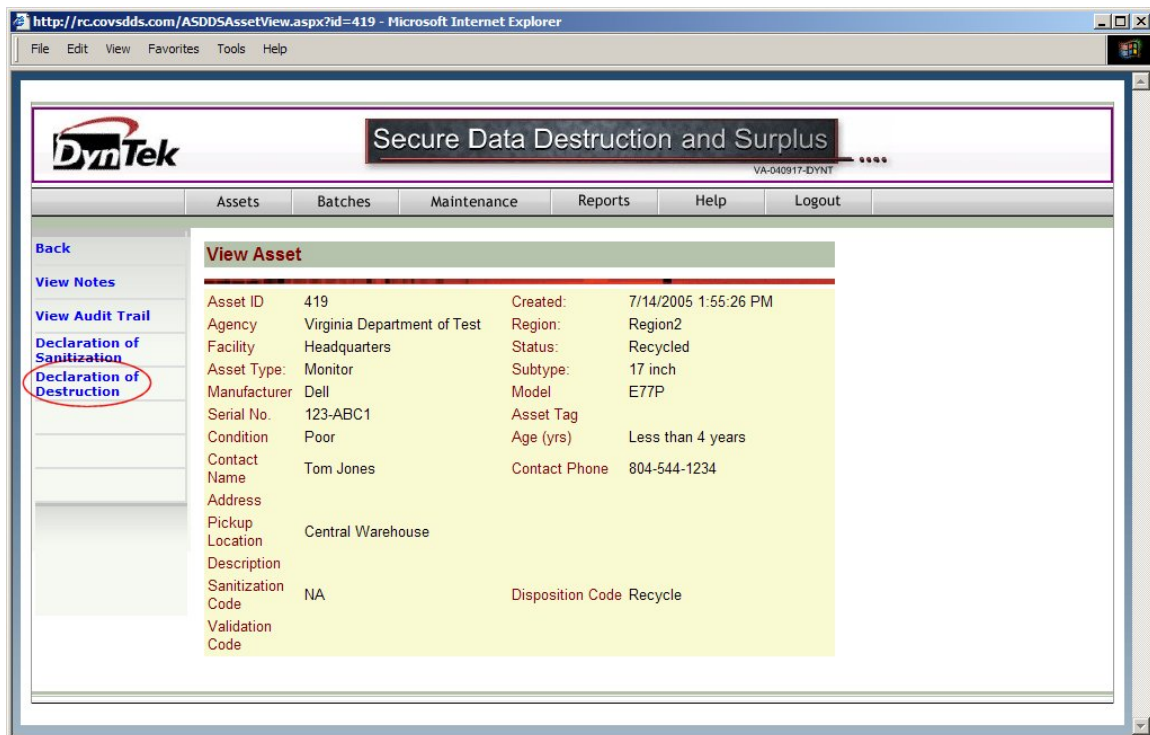**9 80% AA**   **- Declaration of Destruction –**

When a device is validated and the SDDS system determines the device to be in poor condition, the device will be recycled. The recycling of any electronic device has to be handled by a specialist due to the poisonous nature of some of the elements contained in the device. DynTek uses a certified partner with both Department of Environmental Quality and the Federal Environmental Protection Agency. When the partner recycles a device, a declaration of destruction is created to demonstrate that the unit was not only sanitized but it was also destroyed in compliance to e-cycle regulations and standards.

To access a declaration, certain prerequisites must be met.

- The device has been registered in SDDS
- The device is approved and is also part of an approved batch
- The device is validated

If these conditions apply follow these steps.

- Open your Internet Explorer and go to https://www.covsdds.com
- Login to the SDDS site with your Agency Administrator username and password
- Click the "Assets" button in the top navigation bar.
- You can browse through all devices listed or search for specific device(s) by using the search engine.
- Click the 🔍 next to the device that you want to view. This will open the View Asset page

- If the device you are viewing has been recycled you will have a Declaration of Sanitization and Declaration of Destruction link. Items that are recycled must still have Commonwealth markings cleaned so both declarations apply.
- Click the "Declaration of Destruction" link.

Example declaration of Unit 419


```
Declaration of Destruction - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help


                              DynTek

                         DynTek Services, Inc.

                    Secure Data Destruction and Services.

                        Declaration of Destruction

                            VA-040917-DYNT

   Date: 07/15/2005                                    No.: 123 .419


   DynTek Services, Inc. (DynTek) has been tasked by the Commonwealth of Virginia to supply Secure Data
   Destruction and Surplus Services (SDDS) to surplus information technology devices as specified in the
   SDDS Administrative Procedures Manual.


   This document hereby declares and certifies that the following information contained in this declaration is
   true and accurate and that the device listed has been cleansed and destroyed in a manner that meets or
   exceeds both Virginia Department of Environmental Quality and Federal Environmental Protection Agency
   guidelines and regulations for electronic waste.


   Device Details
   Batch Number      123
   Agency            Virginia Department of Test
   Facility          Headquarters
   Device Type       Monitor
   Manufacturer      Dell
   Model Number      E77P
   Serial Number     123-ABC1
   Asset Condition   Poor


   Questions concerning this declaration must be forwarded to the DynTek SDDS Program Manager at the
   following location:




   DynTek
   COV Technology Services
   Attention: Andrew Miller
   501 East Franklin Street, Ste. 518
   Richmond, Virginia. 23219
   Tel: (804) 521-4163
   Email: Andrew.Miller@Dyntek.com

 Done                                                              Internet
```

Tip

The document number in the top right corner is a unique number that identifies the Batch ID and Unit ID. In this case it is Unit 419 of Batch 123. This number will not change for this declaration tied to this device. This applies to all declarations.

9 90% AA **- Summary –**

Responsibility	Milestone	SDDS Location	Output
AA	Review Disposition	Login, Assets, View/Search for Device	Review final placement of Device.
AA	Declaration of Sanitization	Login, Assets, View/Search for Device	Devices Validated and destined for resale or recycling have this document
AA	Declaration of Destruction	Login, Assets, View/Search for Device	Devices Validated and recycled will have this document. Items being resold do not have this document.

Phase Complete !

10 40% AA **- Reports –**

This document has shown you how to administer the SDDS system.

The final piece to the SDDS process is the reporting function and administrative closure documentation submitted by DynTek.

The SDDS system has a simple, yet effective reporting module for the AA to generate on the fly documents that report on the financial status, processing progress and other items for review.

In this phase we will go briefly through each report function.

To access the reports area:

- Open your Internet Explorer and go to https://www.covsdds.com
- Login with your Agency Administrator username and password
- Click on the "Reports" button in the navigation bar

Reports Page
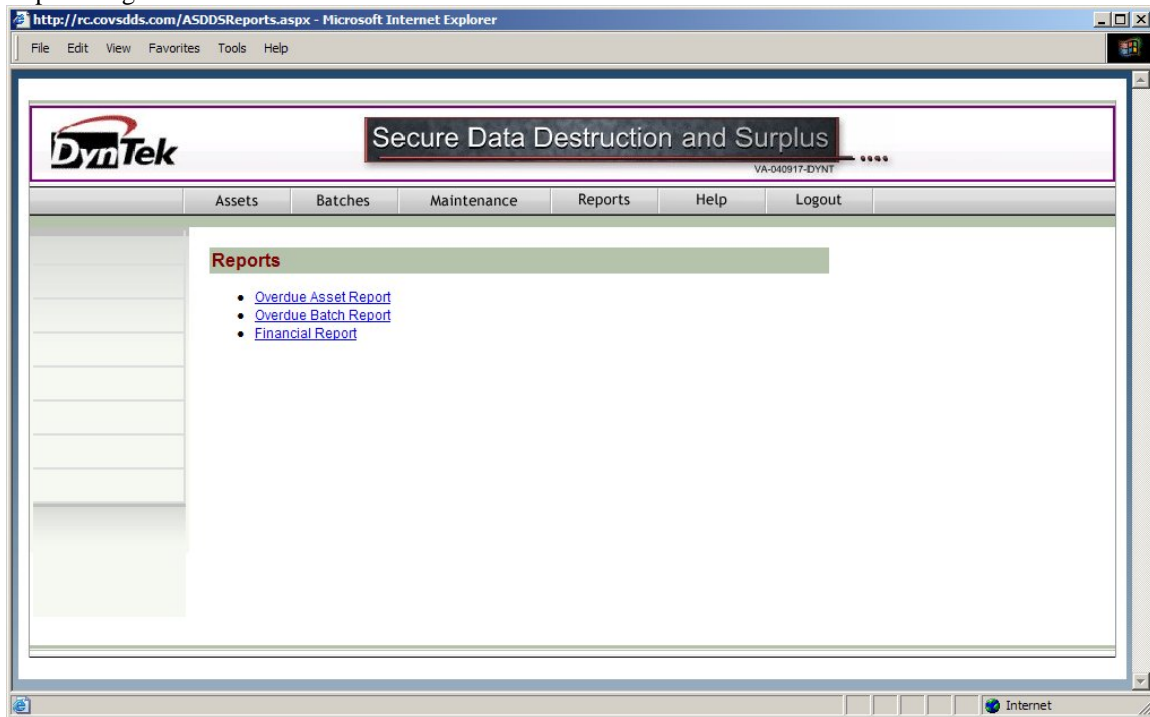
The Reports page has 3 choices.

Function	Description	Outcome
Overdue Asset Report	Reports devices that have not been processed to a certain status such as acknowledged to validated.	Audit of device processing
Overdue Batch Report	Reports the status of a batch status as a whole that has not been processed to a certain status.	Audit of batch processing
Financial Report	Reports on the cost of the SDDS project	Audit of SDDS cost

Report commands

Each report page will have these commands.

Function	Description	Outcome
Generate Report	Generates an HTML report in a new Window	Allows for a quick review and print capability of a report.
Generate to Excel	Exports the report information to a Excel spreadsheet	Capture of information that can be manipulated
Cancel	Returns to report page	NA

Remember that the Overdue Asset Report and Overdue Batch Report show devices that have stayed in a certain condition for a period of time. This means if you are looking for a range of days to show items, you must enter in the days that the device has been "stuck for more than a period of time."

E.g. you want to see how many units have been "stuck" in requested for more than 5 days, you type in "05" into the "Select a Number of Days" The SDDS system will not show anything less than 5 days old.

Overdue Asset Report

There are 2 options in the Overdue Asset Report.

Function	Description	Outcome
Select a status	Each status listed on page 19 is available to be chosen.	Captures devices that are held in a certain status, regardless of batch.
Select a Number of Days	Creates criteria for the system to look at devices that meet a certain timeframe.	Keeps the information to within parameter that the AA may need.

We will generate a report in HTML for the following:
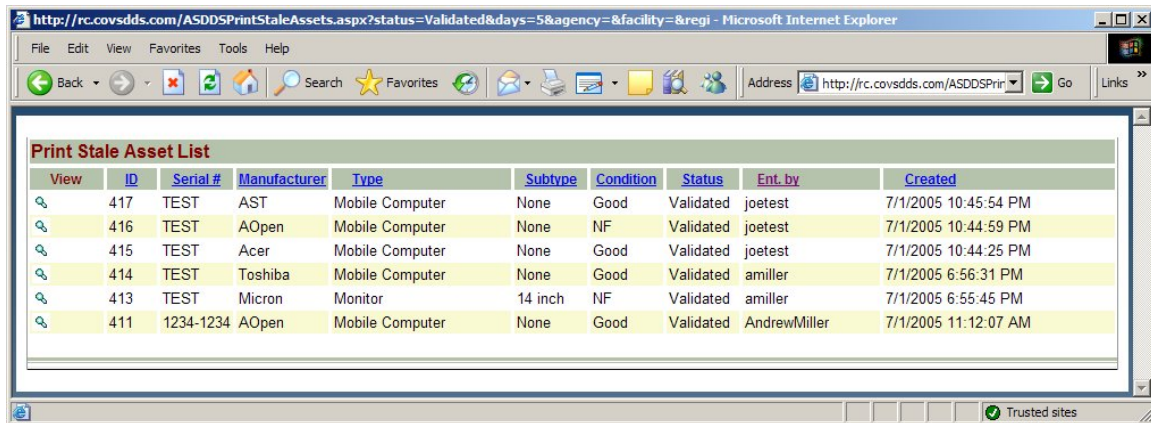
- Status: Validated
- Number of Days: Anything older that 5 days

This will ask the system to report on all devices processed into a validated status more than 5 days before.

When you are ready to run the report, click on one of the two create report options.

Tip   Not every field has to be filled. The SDDS system will display as much information that you choose. This applies to all reports.
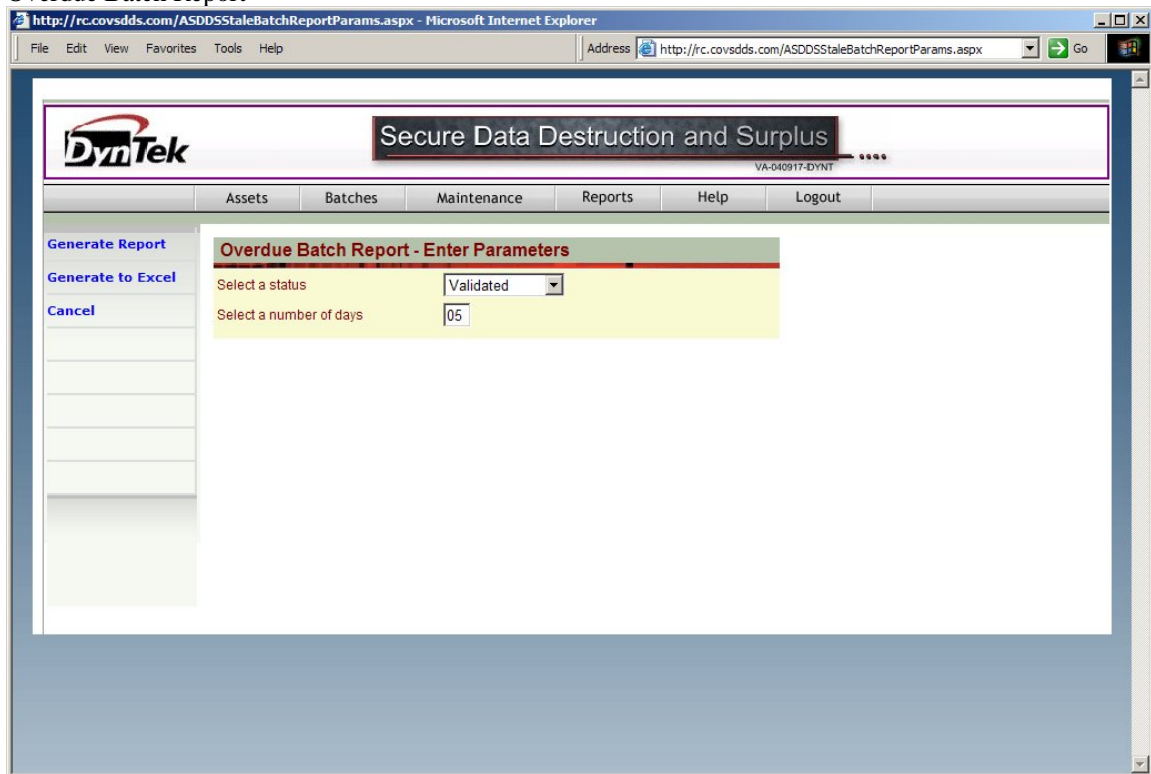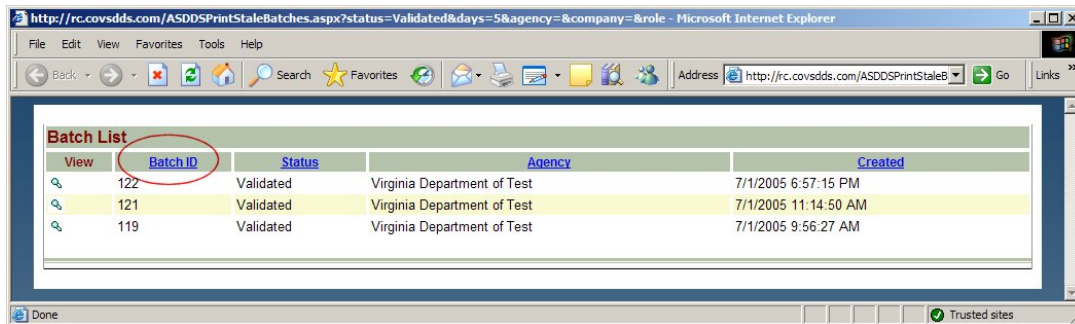
Overdue Asset Result

You can view the details of any device in this list by clicking the 🔍 icon

Overdue Batch Report

There are 2 options in the Overdue Batch Report.

Function	Description	Outcome
Select a status	Each status listed on page 19 is available to be chosen.	Reports on batches that contain one or more devices in a certain status.
Select a Number of Days	Creates criteria for the system to look at batches that meet a certain timeframe.	Keeps the information to within parameter that the AA may need.

We will generate a report in HTML for the following:

- Status: Validated
- Number of Days: 05

This will ask the system to report on all batches that have processed into a validated status more than 5 days before.

When you are ready to run the report, click on one of the two create report options.

Tip   Not every field has to be filled. The SDDS system will display as much information that you choose. This applies to all reports.

Overdue Batch Result

The result looks the same as the Overdue Asset Report but this focuses on the batch details and not the single device details.

Tip   You can continue to generate reports to HTML and Excel for whatever reason benefits you. The system is dynamic however so reports that are generated on one day may not be the same the next day. This will depend on the level of SDDS activity your organization has.

Financial Report

There are 3 fields in the Financial Report page.

Function	Description	Outcome
Enter a batch ID	Enter the ID of the batch you want to review	SDDS system shows only info on the batch you want
Select a month and year	SDDS displays activity for a month and year. Leaving blank shows the batch completely. This is useful for large projects and allows for monthly billing.	Budget tracking
Select Billing Type	No Option	NA

We will run a report on Batch 123 as shown above.

Choose one of the report creation options when complete.

Financial Report on Batch 123 in HTML

This report can be printed out or saved for future reference. Each column gives the following information.

Function	Description
Batch ID	Unique ID Number
Batch Labor Charges	Total Labor time for this batch
Asset ID	Unique device ID for the batch
Agency	Your organization
Type	Device type
Sub-Type	NA
Mfr.	Device Manufacturer
Condition	Final evaluated condition
Age	NA
Sanitization	How the device was cleaned of data if applicable
Disposition	How the device is treated after evaluation
Donate	Whether the item was donated
Expense Total	What the final expense to the organization is for each device
Total	What the final expense to the organization is for the batch
Grand Total	Batch cost complete

These columns are exactly the same as any export to excel. This applies to all reports.

The next page shows an example export to Excel. This export function applies to the whole of SDDS when the option is available.

Export to Excel

A	B	C	D	E	F	G	H	I	J	K	L	M
AssetID	AgencyID	AgencyName	RegionID	RegionName	FacilityID	FacilityName	BatchID	AssetStatusCode	AssetTypeCode	AssetSubTypeCode	ManufacturerID	ManufacturerDescription
419	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Monitor	17 inch	1	Dell
420	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Monitor	15 inch	1	Dell
421	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Monitor	15 inch	1	Dell
422	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Mobile Computer	None	3	Compaq
423	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Network Electronics	Switch	43	Other (describe in notes)
424	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Desktop Computer	None	24	Gateway
425	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Desktop Computer	None	1	Dell
426	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Printer	Col Laser	43	Other (describe in notes)
428	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Handheld Computer	None	26	Hewlett Packard
429	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Server	None	3	Compaq
431	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Printer	Dot Matrix	31	Okidata

Tip

If the export to Excel function does not work, then please contact your IT department for assistance. This is because http://www.covsdds.com must be listed as a trusted zone. If IT help is unavailable, please contact DynTek for assistance. (Time and Material charges may apply for any on-site visit.)

10 80% AA   **- Administrative closure -**

Administrative closure will be a final set of documents issued by DynTek:

- Final invoice for the batch
- Batch list detailing validation outcome
- Change Order for any adjustments from the original quoted cost
- Copy of the signed device list that was presented on-site during collection
- Any other documents from special considerations such as donations etc

Additional documentation

- Resale report

Resale report will be issued approximately 30 days after invoice submission.

Note: DynTek may invoice for a partial batch if the batch is large and it takes multiple months to complete. If that is the case, each month invoiced will have the same documentation listed with the exception of a change order request. This will be submitted at the end of a batch.

10 90% AA   **- Summary -**

Responsibility	Milestone	SDDS Location	Output
AA	Reports	Login, Reports, Choose Report.	Audit SDDS progress
AA	Admin Closure	NA	Review Documents submitted by DynTek

Phase Complete !

Questions and comments about this document should be forwarded to the DynTek Program Manager listed on page 5.